

# Creating an Expense Report **WITHOUT** an Authorization

## When Does This Apply?

1. For DOMESTIC travel, create an Expense Report (ER) without Authorization, if your division does not require a Travel Authorization for domestic trips.
2. Create a future-dated DOMESTIC Expense Report and *Save it for Later* to generate an **LBNL Trip #** to be used to book flights with Carlson or in Cliqbook.
3. For LOCAL Expense Reports.

## Create an Expense Report with no Authorization

1. Click on *Berkeley Lab Travel Expenses*.
2. Click on *Manage Trips*.
3. Select *Expense Report—Create* to display the screen below.
4. In the screen, enter or select the traveler's name.
5. Enter or select the trip dates.
6. Enter a trip name and the first business location.
7. Click on the Go button.

### Trip Navigation

### Trip Action and Key Information

Traveler (Last Name,First Name)  \*ID

### Key Information

Action Request

Begin Date  End Date

Trip Name

Business Location (first)

8. Click on the Yes button to continue creating your ER.  
No authorization was found for your search criteria. Do you want to continue and create an Expense Report?

9. Select your traveler's business purpose
10. Enter your trip description and business benefit
11. Select *Domestic* or *Local Trip Type*. Click on *Next*.

### Expense Report - Modify Trip Information

Traveler (Last Name,First Name) Pecoraro,Aurora \*ID 004123

Trip Information

\*Trip Name  LBNL Trip # 000060564

\*Business Purpose  Travel Auth ID

\*Begin Date 10/20/2007 \*End Date 10/22/2007 Report ID 0000010233

\*Business Location (first): SACRAMENTO,CA

\*Trip Description and Business Benefit  Trip Type ☒ Domestic ☐ Foreign ☐ Local

12. At the top of the screen, enter one or more projects. To split projects, click on "+" to add additional projects.

### Expense Report - Modify Trip Leg Information

Traveler Pecoraro,Aurora 004123 Phone 510/486-6439 Mail Stop 937R0500 HR Org CF

Arranger Atkinson,Maria Fink Phone 510/486-6184 Mail Stop 937R0500 HR Org CF

LBNL Trip # 000060564 Travel Auth ID Report ID 0000010233 Begin Date 10/20/2007 End Date 10/22/2007

Business Purpose Conference Trip Type Domestic

Project Information

Project	Primary	Percentage Split	B-R Classification	Project Org	MARS Code
1 300704	<input checked="" type="checkbox"/>	50.00	YN0100000	CF	OPEXP
2 301011	<input type="checkbox"/>	50.00	YN0100000	CF	OPEXP

If more than one project, the percentage should total 100%, and a primary project must be selected.

13. Select a departure city and the location to which you will return. You can enter the number of personal days.

Itinerary Legs						
Primary Information		Host Information		Conference		DEF
Departure Date	Departure City,State or City,Country	Arrival Date	Business City,State or City,Country	Number of Nights at Location	Number of Personal Days	Per Diem - M&IE
1 12/22/2007	BERKELEY,CA	12/22/2007	SACRAMENTO,CA	2		59.00
2 12/24/2007	SACRAMENTO,CA	12/24/2007	BERKELEY,CA			59.00

14. If you are claiming the actual amount for M&IE and/or lodging, enter the daily amount in the corresponding field. If the actual lodging exceeds the per diem, scroll to the right and enter the justification.
15. Click *Next*. You will enter other expenses in the next screen.

Per Diem - M&IE	Per Diem - Lodging	Actual M&IE	Actual Lodging	Use Actual M&IE?	Use Actual Lodging?	Comment for Lodging Overage		
59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>
59.00	111.00			<input type="checkbox"/>	<input type="checkbox"/>		<input type="button" value="+"/>	<input type="button" value="-"/>

16. This screen is optional. You can begin by entering expenses other than M&IE and lodging here. (Or, you can click on *Continue to Expense Details Screen* to enter all trip expenses on one screen).

Leg Information									
Travel From Location		BERKELEY,CA		Business Location		SACRAMENTO,CA			
From		12/22/2007		Thru		12/24/2007			
All Days of Trip	From	To	Expense Type	Daily Amount	Description	Miles	Mileage Rate		
<input type="checkbox"/>			Airfare: Lab-Purchased						
<input type="checkbox"/>			Airfare: Purchased by Employee						
<input type="checkbox"/>			Airport Tax						
<input type="checkbox"/>			Car Rental						
<input type="checkbox"/>	12/22/07		Credit Card / ATM Fee	55	enter info here for expense				
<input type="checkbox"/>			Gas for a Rental or Govt Car						
<input type="checkbox"/>			Laundry/Dry Cleaning(Domestic)						
<input type="checkbox"/>			Lodging Tax (Domestic only)						
<input type="checkbox"/>			Mileage (for Private Vehicle)				0.485		
<input type="checkbox"/>			Miscellaneous Other Expenses						

Note: This screen captures the expenses for each itinerary leg. If a multi-leg trip, you will have to click on the *Next Leg* button or *continue to the Expense Details screen* to add expenses.

17. The Expense Details screen shows all expenses.
18. Click on OK or on the "+" to add an expense. You can select expenses to "Copy" or to "Delete". The amount spent can be modified in this screen.

Enter Expense Lines							
Overview		Detail	Message				
Select	Expense Type	Receipt Required	Expense Date	*Amount Spent	Location	*Payment Type	
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/22/2007	111.00	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/22/2007	44.25	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Lodging	<input checked="" type="checkbox"/>	12/23/2007	111.00	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/23/2007	59.00	SACRAMENTO,CA	Cash	<input type="button" value="+"/>
<input type="checkbox"/>	Meals&IncidentalExpenses(M&IE)	<input type="checkbox"/>	12/24/2007	44.25	SACRAMENTO,CA	Cash	<input type="button" value="+"/>

Add: New Expense

19. TREX displays expense totals at the bottom of the screen.
20. Click on *Check for Errors*. If there are errors, red flag error symbols will display. Click on the red flag for specific info. and to correct errors.
21. Click on *Update Totals* to sum all expenses entered so far.
22. Click on the link *Personal Days and Meals Provided* to enter specific info.
23. Click on *Printable View* to print the form for attaching receipts to be forwarded to the Travel Office (*Save for Later* first).
24. Click on the *Select Approver* button to identify the approver for the ER.
25. If arranging for someone, click *Submit for Certification* to send the ER to the traveler, otherwise click on *Finish and Submit*.

Expense Report Totals			
Employee Expenses:	369.50 USD	Due Employee:	369.50 USD
Non-Reimbursable Expenses:	0.00 USD	Due Vendor:	0.00 USD
Prepaid Expenses:	0.00 USD	Definition of Totals	<input type="button" value="Update Totals"/>
Cash Advances Applied:	0.00 USD		
<input type="button" value="Save For Later"/>	<input type="button" value="Select Approver"/>	<input type="button" value="Submit for Certification"/>	<input type="button" value="Printable View"/>